STAFF CODE OF CONDUCT POLICY

Approved by: Samantha Coxon-Smith – Director
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This Code of Conduct is intended as a guide and a help to all provision staff. It sets out standards of conduct which staff are expected to follow when within or representing NLTE. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary.

The underlying purpose is to ensure that NLTE provides a high-quality service to its pupils and stakeholders in accordance with our Mission Statement and to promote public confidence in the integrity of the provision. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the provision, its staff and its customers. It has been drafted to comply with provision Policies and Procedures.

• Staff are requested to read this Code carefully and consider the issues which it raises.
• The Managing Director should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.
• Reference to this Code will be made in all contacts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff will reinforce the principles of this Code.
• Investigations of alleged breaches of this Code will be covered under the provision's Disciplinary procedures and related codes of practice.

CODE OF CONDUCT

Staff's off-duty hours are their personal concern, but they should avoid a position where duty and private interests' conflict.
This includes:
• Staff members making online associations/friendships with current pupils via social networking sites such as Facebook,
• Staff members using texting/email facilities on either their mobile phone or PC/Mac to communicate with current pupils.

NLTE does not seek to preclude staff unreasonably from undertaking additional employment, but staff are required to devote their full time, attention and abilities to their duties during working hours and to always act in the best interests of NLTE. Accordingly, they must not, without the written consent of the Managing Director, undertake any employment or engagement which might interfere with the performance of their duties or conflict with the interests of the provision. It follows that, regardless of whether you are employed on a full-time or fractional contract, you are required to notify the Managing Director of any employment or engagement which you intend to undertake whilst in the employment of NLTE. (Including any such employment or engagement which commenced before employment began with the provision).

SPECIFIC ASPECTS

Discrimination: Staff must at all times observe NLTE's Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies.

Health and Safety: Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the NLTE Health

and Safety policy and relevant legislation and regulations and ensure that pupils do likewise.

Fire: Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.

Business Practice: Staff must maintain an impeccable standard of integrity in all their professional relationships and to recognise that they are in a position of trust. To prevent allegations of misconduct, staff must always follow the Code of Conduct. For reporting of low-level concerns or allegations please refer to the NLTE Safeguarding Policy. For information about whistleblowing, please refer to the Whistleblowing Policy.

Media: Other than on matters of publicity, only the Managing Director is authorised to speak or send any communication on behalf of NLTE to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorisation may be extended by the Managing Director to other staff members.

Copyright: Staff shall observe copyright laws on computer software, audio- visual and printed material.

Data Protection Act: It is the responsibility of all employees to ensure the provision's compliance with the Data Protection Act. Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, pupils or members of the public. Staff should refer any queries to the Managing Director.

GENERAL POINTS

• Staff should display the highest possible standards of professional behaviour that is required in an educational establishment. They must recognise that they are always in a position of trust and bear this in mind when working with students.
• Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the provision.
• Staff should not use their position in the provision for private advantage or gain.
• Staff should avoid words and deeds that might bring the provision into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).
• Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
• Staff should be aware of and follow the provisions policies systems and procedures. They should normally communicate through the line management structure and should ensure pupils do likewise.
• Continuing professional development and support shall be provided by the provision and, where appropriate and agreed, will be based on the objectives of the provisions Development Plan. Periodically, employees will be required to attend certain training activities.
• Staff must obtain permission from the Managing Director or Line Manager before taking pupils off the provision's premises.
• Staff must obtain permission from the Managing Director or Line Manager before arranging for any visitors to come into the provision.
• Staff must obtain permission from the Managing Director or Line Manager before incurring any expenditure on behalf of the school.
• Staff should not receive gifts other than small tokens of appreciation. This needs to be reported to your line manager.

• Staff should not give gifts other than as part of an agreed reward system or given to all students equally.
• Staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their Line Manager. Those unable to avoid being late must inform the Managing Director or Line Manager as soon as they can. If a member of staff is unable to attend their work, they must notify their Line Manager themselves so that alternative cover arrangements may be made.

ADMINISTRATIVE DUTIES

• Teaching staff shall maintain and properly complete a register for all classes. The attendance register should be completed daily, using CLM, as well as the dinner and afternoon registers.

PHYSICAL CONTACT WITH STUDENTS

• As a general principle, staff are advised not to make unnecessary physical contact with their pupils.
• It is unrealistic and unnecessary, however, to suggest staff should touch pupils only in emergencies. A distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this.
• Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.
• Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint.
• Staff, who have to administer first-aid to a pupil, should ensure wherever possible that this is done in the presence of other children or another adult. However, no member of staff should hesitate to provide first-aid in an emergency simply because another person is not present.
• Any physical contact which would be likely to be misinterpreted by the pupil, parent or other casual observer should be avoided.
• Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to the Designated Teacher for Child Protection/Principal.

PROFESSIONAL BEHAVIOUR

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

• reporting all concerns about abusive behaviour, this includes inappropriate behaviour displayed by an adult or student and directed at anybody of any age.
• acting in a fair, courteous and mature manner to pupils, colleagues and other stakeholders.
• co-operating and liaising with colleagues, as appropriate, to ensure pupils receive a coherent and comprehensive educational service.
• endeavouring to assist NLTE achieve its whole provision objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality.
• respect for provisions property.
• maintaining the image of the provision through standards of dress, general courtesy, correct use of School stationery, etc.
• taking responsibility for the behaviour and conduct of pupils in the classroom and sharing such responsibility elsewhere on the premises.
• being fit for work (i.e. not adversely influenced by drugs, etc.).
• being familiar with job requirements (e.g. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc.), including keeping up to date with developments relevant to the job.

• being familiar with communication channels and provision procedures applicable to both pupils and staff.
• ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security.
• respect for the rights and opinions of others

This list is not exhaustive, but the examples are given as a summary.

UNPROFESSIONAL BEHAVIOUR

The following are examples of behaviour which NLTE finds unacceptable.

The list is not exhaustive, and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances. Please make further reference to 'A Policy Statement and Code of Practice on Measures to combat Harassment for all staff in controlled circumstances…'

• Any form of physical/verbal violence towards pupils.
• Physical violence, actual or threatened towards other staff or visitors to the provision.
• Sexual offences, sexual insults or sexual discrimination against pupils, other staff or visitors to the provision.
• Racial offences, racial insults or racial discrimination against pupils, other staff or visitors to the provision.
• Theft of provision monies or property and of monies or property of colleagues or visitors to the provision. Removal from provision premises of property which is not normally taken away without the express authority of the Managing Director or of the owner of the property may be regarded as gross misconduct.
• Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
• Acceptance of bribes or other corrupt financial practices.
• Wilful damage of NLTE property or of property belonging to other staff or visitors to the provision.
• Wilful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the provision.
• Any wilful act which could result in actionable negligence for compensation against the provision.
• Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
• Gross neglect of duties and responsibilities.
• Unauthorised absence from work. Being untruthful and/or engaging in deception in matters of importance within the provision's community.
• Deliberate breaches of confidentiality particularly on sensitive matters.
• Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
• Conduct which substantially brings the name of the provision into disrepute or which seriously undermines confidence in the employee.

The following are examples of behaviour which could lead to formal disciplinary warnings:

• Unsatisfactory timekeeping without permission or failure to notify the Managing Director when absent (in line with Managing Attendance Policy).
• Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.
• Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.
• Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.
• Behaviour towards other employees, pupils, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
• Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking

appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.

• Conduct which it is considered adversely affects either the reputation of the NLTE's or affects confidence in the employee. Certain conduct may be regarded as gross misconduct.

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